

FORMS MANAGEMENT BRANCH

General Information

25X1A9a IAC-AHIP-WGIR - [REDACTED]
I attended the 13 August 1956 meeting of AHIP to report progress of WGIRs. Defense Sub-Committee in developing a common IR for the military services. A standard size, black printing on white, and the reverse title stripe have been agreed to. No attempt will be made to standardize distribution information other than to place at bottom of form. Further efforts must be made to standardize methods of reproduction inasmuch as only Navy and CIA now use offset, the most acceptable method. Air Force uses ozalid while Army has recently adapted azograph. Army also refuses to give up an 8x6 form. These problems must be resolved before a common IR can be adopted. AHIP members however expressed satisfaction with the progress achieved to date.

Pending Projects

DD/S AREA

25X1A9a 1. Forms Contract - FY57 - [REDACTED] - Completed setting up testing procedures and determining which materials in varying combinations were to be tested. Preparation and handling tests have started and should be completed some time next week. Running tests and further evaluation of test results will be made during the last week of August. GPO is concurrently conducting more technical tests.

DCI AREA

25X1A9a 1. Cable Forms [REDACTED] - Revised proofs of forms 12 and 12a-1 have been reviewed in conjunction with Cable Secretariat [REDACTED] and approved with minor modifications. Delivery of printed forms is scheduled for 15 September 1956.

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DD/I AREA

FOIAb3b1 1. ██████ Briefs Form 1014, (Test) - (██████) - Approved proofs and returned to printer last week. Delivery is expected within thirty days.

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Completed Projects

DD/S AREA

1. Printing Services Requisition (Form 70) - [REDACTED] - This form was placed into operation agency-wide on 26 July 1956. Now that most people have become accustomed to the radically changed form, acceptance is generally quite good. While a few people feel that the carbon is a little dirty to handle, all have been happy to have a hold copy of their requisition, and to no longer be required to hand cut, collate and decollate carbon sheets in a pad. The use of the delivery tickets seems to be quite effective also.

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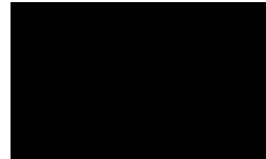
Pending Actions Summary

| <u>TYPE</u> | <u>DD/I</u> | <u>DD/P</u> | <u>DD/S</u> | <u>STOCK</u> | <u>TOTAL</u> | <u>NO. OF COPIES</u> |
|-------------|-------------|-------------|-------------|--------------|--------------|----------------------|
| New | | 4 | 6 | | 10 | |
| Revision | 9 | 2 | 8 | 11 | 30 | |
| Reprint | | | 1 | 5 | 6 | |
| Total | 9 | 6 | 15 | 16 | 46 | |

Completed Actions Summary

| <u>TYPE</u> | <u>DD/I</u> | <u>DD/P</u> | <u>DD/S</u> | <u>STOCK</u> | <u>TOTAL</u> | <u>NO. OF COPIES</u> |
|-------------|-------------|-------------|-------------|--------------|--------------|----------------------|
| New | | 1 | 1 | | 2 | 3100 |
| Revision* | 6 | | 3 | 2 | 11 | 80800 |
| Reprint | 4 | 1 | 9 | 9 | 23 | 493650 |
| Total | 10 | 2 | 13 | 11 | 36 | 577550 |

* Redesignated 1



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